

The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 2582, CUTTACK, FRIDAY, NOVEMBER 10, 2023/KARTIKA 19, 1945

RURAL DEVELOPMENT DEPARTMENT

NOTIFICATION

The 18th May, 2023

No. 28365301252015/RD.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of all rules, instructions, orders or resolution issued except as respect things done or omitted to be done before such supersession, the State Government hereby makes the following rules to regulate the method of recruitment and conditions of service of the persons appointed to the posts in the District Cadre offices of the Department of Rural Development, namely: —

PART - I

GENERAL

1. Short title and commencement — (1) These rules may be called the Odisha Ministerial Services (Methods of Recruitment and Conditions of Service in the District offices of Department of Rural Development) Rules, 2023.

(2) They shall come into force on the date of their publication in the *Odisha gazette*:

Provided that, the services of the employees existing prior to publication of these rules will continue as such in their existing cadre with their promotional avenues till their retirement and the existing base level vacancies as well as base level vacancies arising in future shall be filled-up from the panel of State Cadre recruited through the Odisha Staff Selection Commission.

2. Definitions-(1) In these rules, unless the context otherwise requires,—

- (a) "Appendix" means the appendix appended to these rules;
- (b) "Commission" means the Odisha Staff Selection Commission;
- (c) "Committee" means the Selection Committee/Departmental

Promotion Committee, constituted under rules 10 and 11;

- (d) "Departmental Examination" means the Public Works Department Accounts Training Examination conducted by the Madhusudan Das Regional Academy of Finance Management;
- (e) "District Cadre Office" means an office sub-ordinate to and under the administrative control of a Heads of Department as specified hereunder and shall constitute a single cadre under the administrative control of Engineer-in-Chief, Rural Works, who shall exclusively function as cadre controlling authority and the ministerial service cadre consists of the posts mentioned under rule 3 in -
- (i) Office of the Chief Construction Engineers
 - (ii) Office of the Divisional Officers
 - (iii) Office of the Sub- Divisional Officers
 - (iv) Office of the Section Officers
- (f) "Ex-servicemen" means person as defined in the Odisha Ex-servicemen. (Recruitment to State Civil Services and Posts) Rules, 1985;
- (g) "Government" means the Government of Odisha;
- (h) "Persons with Disabilities" means persons who have been granted with disability certificates by Competent Authority as per the provisions of the Persons with the Disabilities Act, 2016;
- (i) "Scheduled Castes and Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and Constitution (Scheduled Tribe) Order, 1950, as the case may be, made under Articles 341, 342 of the Constitution of India, respectively;
- (j) "SEBC" means the Socially and Educationally Backward Classes of citizens as defined in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993;
- (k) "Sportsmen" means persons who have been issued with an Identity Card as sportsmen by the Director of Sports as per the Resolution No. 24808/Gen. dated the 18th November 1985 of General Administration Department, as amended from time to time;

(l) "Service" means the Odisha Ministerial Service & other service
comprise of the posts as in rule/3; and

(m) "Year" means the calendar year.

(2) All other words and expressions used in these rules but not specifically defined, unless the context otherwise requires, shall have the same meaning as assigned to them in the Odisha Service Code.

PART - II

METHODS OF RECRUITMENT

3. Constitution of Service— (1) The Clerical Service shall consist of the following posts, namely:—

- (a) Junior Clerk;
- (b) Senior Clerk;
- (c) Head Clerk; and
- (d) Head Assistant

(2) The Stenographer Service shall consist of the following posts, namely: —
Junior Stenographer;

(3) The drawing and Designs Service shall consist of the following posts, namely;

- (a) Tracer; and
- (b) Draughtsman.

4. Methods of recruitment- Subject to the other provisions made in these rules, the recruitment to the posts in the service or cadre under rule 3 shall be made by the following methods, namely:—

- (1) (a) Recruitment to the post of Junior Clerk shall be made by the following methods in accordance with rule,
 - (i) Not more 80% of the vacancies in a year shall be made through direct recruitment by the Commission;
 - (ii) Not less than 20% of the vacancies in a year shall be filled up by promotion from amongst the Group 'D' employees having 10 years

regular service as on 1st day of January of the year in which the vacancies arises.

- (b) Recruitment to the post of Senior Clerk shall be made by way of promotion from amongst the eligible Junior Clerks in accordance with provisions contained in **APPENDIX – A**;
 - (c) Recruitment to the post of Head Clerk shall be made by way of promotion from amongst the eligible Senior Clerks in accordance with provisions contained in **APPENDIX – A**; and
 - (d) Recruitment to the post of Head Assistant shall be made by way of promotion from amongst the eligible Head Clerks in accordance with provisions contained in **APPENDIX – A**.
- (2) Recruitment to the post of Junior Stenographer shall be made through direct recruitment by the Commission.
- (3) (a) Recruitment to the post of Tracer shall be made through Direct recruitment by the Commission;
- (b) Recruitment to the post of Draughtsman shall be made byway of promotion from amongst the eligible Tracers in accordance with provisions contained in **APPENDIX –A**.

5. Reservations – Notwithstanding anything contained in these rules, reservation of vacancies or posts as the case may be, for candidate belonging to, -

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder; and
- (b) Socially and Educationally Backward Classes shall be made in accordance with the provisions made under such act, rules, orders or instructions issued in this behalf by the Government from time to time.
- (c) Women, Sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such act, rules, orders or instructions issued in this behalf by the Government from time to time.

PART - III

DIRECT RECRUITMENT

6. Recruitment - (1) Recruitment to the posts by way of direct recruitment in the service concerned shall be made by way of competitive Examination to be held once a year.

(2) The competitive examination for direct recruitment to the posts in the Service concerned shall be conducted by the Commission. The date, time and places for the examination shall be fixed and intimated to the candidates by the Commission.

(3) The standard, syllabus and subjects of examination shall be set forth in Appendix-B.

(4) In the month of January of every year, the Engineer-In-Chief, Rural Works, Odisha, the cadre controlling authority shall assess the existing vacancies and anticipated vacancies likely to occur during the year to be filled up by way of direct recruitment indicating there in the number of posts belonging to different reserved categories as specified under rule 5 and submit the requisition to the Commission.

(5) On receipt of the requisite information, the Commission shall issue advertisement in two widely circulated local dailies as well as in their websites as may be considered necessary inviting applications from eligible candidates for the competitive examination for the feeder post of the Service concerned

(6) The application forms, the manner of submission of application the documents required to be accompanied with the application form, fee required and scrutiny of applications shall be such, as may be, decided by the Commission.

(7) The Commission shall prepare and submit a select list of candidates to the Engineer-in-Chief, Rural Works, Odisha against the number of vacancies notified. The select list shall be the base for preparation of the gradation list.

7. Eligibility criteria for Direct Recruitment— In order to be eligible to compete for the examination, a candidate must satisfy the following conditions, namely:-

(a) He/ She be a citizen of India

(b) He/ She shall be under 32 years and above 21 years of age on 1st day of January of the year in which applications are invited:

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the act, rules, orders or instructions, for the time being in force for their respective categories:

Provided further that notwithstanding anything contained in this rule, a Group- D employee who is not more than forty years of age as on the 1st day of January of the year in which recruitment is made and fulfils the requisite eligibility criteria prescribed under sub-rule (a), (c), (d), (e), and (f) shall be eligible to appear in the competitive examination for recruitment to the Posts of Junior Clerk in the District Cadre Offices;

- (c) be able to read, write and speak Odia; and have, –
 - (i) passed Middle School examination with Odia language subject; or
 - (ii) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
 - (iii) passed in Odia as language subject in the final examination of Class VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
 - (iv) passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department,
- (d) registered his or her name in any Employment Exchange of the State of Odisha on or before submission of the application for the competitive examination.
- (e) must not have more than one spouse living, if married:

Provided that the Government may, if satisfied that such marriage is permissible under personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.
- (f) must hold / possess the minimum educational qualification and other requisite educational qualification specified in column 4 of **APPENDIX- A** against the respective post.
- (g) must be of good mental condition and sound health and free from any physical defect likely to interfere with the discharge of his other duties in the service. A candidate, who after such medical examination the Government may prescribe, is not found to satisfy these requirements shall not be appointed in the service.

PART - IV

RECRUITMENT THROUGH PROMOTION TO THE POST OF JUNIOR CLERK

8. Percentage of filling of vacancies and eligibility criteria—(1) As nearly as but not less than 20% of vacancies in the post of Junior Clerk in the District Cadre Offices shall be filled up by way of promotion from amongst the Group D employees of the District Cadre Offices on the basis of recommendation of the Departmental Promotion Committee constituted under sub-rule (1) of rule 10:

Provided that in case required number of Group D employees are not available for promotion to the posts of Junior Clerk in a particular year, these vacancies shall be filled up by candidates recruited under sub-clause(i) of clause (a) of sub-rule (1) of rule 4.

(2) No Group D employee shall be eligible for consideration for promotion to the post of Junior Clerk unless he/she has given his/her willingness in writing to the effect that he/she has put in minimum of 10 years of continuous regular service as on 1st day of January of the year in which the Committee meets and has possessed the minimum educational qualification contained in Appendix –A

(3) The promotion of Group D employees to the post of Junior Clerk shall be based on the following criteria, namely: —

- (i) Service record of the employee shall be taken into consideration. If nothing adverse is found in the service record, the employee concerned shall be treated to have a clear career of service.
- (ii) A viva voce test shall be conducted by the Departmental Promotional Committee which shall be qualifying in nature.

(4) The District Cadre Offices functioning under the Engineer-In-Chief, Rural Works, Odisha shall furnish the list of eligible Group 'D' employees along with their service particulars to the Engineer-In-Chief, Rural Works basing on the date of appointment for consideration of promotion to the rank of Junior Clerk.

(5) A combined gradation list of all the recommended eligible group-D employees shall be prepared by the Engineer-In-Chief, Rural Works on the basis of the date of appointment for the purpose of consideration of promotion to the post of Junior Clerk.

PART-V
PROMOTION TO THE POST OF SENIOR CLERK, HEAD CLERK, HEAD ASSISTANT
AND DRAUGHTSMAN

9. Eligibility Criteria for Promotion —In order to be eligible for promotion, a candidate shall have to satisfy the eligibility criteria as specified in column (4) of Appendix-A against respective posts.

10. Constitution of Committee -(1) There shall be constituted for the purpose of consideration of cases of promotion to the posts in the service as specified under rule 3, a Departmental Promotion Committee consisting of the following members;

- (a) Engineer-in-Chief, Rural works : Chairman
- (b) Three officer not below the rank of Group - 'A',
nominated by the Engineer-in-Chief, Rural Works : Members
- (c) Establishment Officer in charge of office
Establishment of the Engineer-in-Chief,
Rural Works : Member Convener

(2) The recommendation of the Committee shall be valid and can be acted upon notwithstanding the absence of any one of its members other than the Chairman:

Provided that the member so absents was duly invited to attend the meeting of the Committee and the majority of members of the Committee attended the meeting.

11. Procedure for Selection by the Committee - (1) The Committee shall meet at least once a year preferably in the month of January to prepare a list of officers or employees, as are held by them, suitable for promotion to the grade of Junior Clerk or Senior Clerk or Head Clerk or Head Assistant or Draughtsman taking into account the existing and anticipated vacancies in the year.

(2) The Committee while considering the promotion cases of suitable officers or employees and preparation of the list shall follow the provisions of, -

- (a) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder;
- (b) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) the Odisha Civil Services (Criteria for Promotion) Rules, 1992;
- (d) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.
- (e) the Circular letter No, 11124/SSID, dated the 15th March, 2007 of the ST&SC Development Department;
- (f) the Odisha Right of Persons with Disabilities Rules, 2018; and
- (g) any other Law, Rule or Instructions in the matter in force at the relevant time.

12. Select List:-(1) A select list of successful candidates for the posts of Junior Clerk or Junior Stenographer or Tracer shall be drawn up in order of merit and shall be published by the Commission for the general information..

(2) The list of persons prepared by the Committee in case of promotion to the post of Junior Clerk or Senior Clerk or Head Clerk or Head Assistant or Draughtsman shall form the select list upon approval of the Appointing Authority.

(3) The lists referred to under sub-rule (1) and sub-rule (2) shall ordinarily be in force for a period of one year from the date of its publication for the general information or approval of the Appointing Authority or till the publication of the result of the next recruitment examination whichever is earlier.

(4) Appointment to any post in the service shall be in the order in which their names appear in the select list.

PART — VI
OTHER CONDITIONS OF SERVICE

13. Probation and Confirmation- (1) Every person appointed to a post in the service shall be on probation for a period of two years from the date of his appointment in case of direct recruitment and one year in case of promotion which shall be counted from the date of joining in the post

Provided, that such period of probation shall not include the Period of, -

- (a) Extraordinary leave;
 - (b) period of authorized absence; or
 - (c) any other period held to be not being on actual duty.
- (2) If during or at the end of the said period, he/she is found unfit to continue further:-
- a) his / her services shall be terminated if he/she is a direct recruitee.
 - b) he/she shall be reverted to his / her former post if he/she is a promote.
- (3) A probationer after completing the period of probation to the satisfaction of Government shall eligible for confirmation subject to the availability of substantive vacancy in the service.

14. Departmental Examination- (1) The Engineer-in-Chief, Rural Works shall be the nodal authority for deputing the Junior Clerks to Madhusudan Das Regional Academy of Finance Management for Public Works Department Accounts Training.

- (i) The deputation of the Junior Clerks for the training shall be strictly in order of seniority. If a Junior Clerk so deputed fails to join the training for the instance due to his own lapses, then the second subsequent deputation of the persons shall only be after completion of the cycle of the available employees.
- (ii) The duration of the training, syllabus for the training and level of performance in the test or examination for passing the same shall be as determined by the Madhusudan Das Regional Academy of Finance Management in consultation with the General Administration and Public Grievance Department.
- (iii) The person deputed for the training shall be treated as on duty and shall get the duty pay. The duty pay shall be admissible only for the duration of one term of

the training course. The person who fails in completing the training successfully due to failure in the test or examination may be allowed more chances to appear in the test or examination or part of the training thereof, but shall have to take leave for this purpose.

- (iv) The Madhusudan Das Regional Academy of Finance Management shall issue a certificate to each trainee, who successfully completes the training course. The Madhusudan Regional Academy of Finance Management shall also submit separately a list of persons successfully completing the training to the General Administrative and Public Grievance Department as well the Engineer-in-Chief, Rural Works, Odisha, the Cadre controlling authority at the end of each course. It shall also submit the list of persons who have failed in the test or examination or have been debarred to appear the test or examination due to shortage in attendance to the General Administration and Public Grievance Department and as well the Engineer-in-Chief, Rural Works, Odisha, at the end of each course.

15. *Inter se-Seniority*-The *inter se-Seniority* of the persons appointed to any post in the service in a particular recruitment year shall be determined in the following order and in each category the *inter se-Seniority* shall be determined in the following manner, namely:-

- (i) The seniority of Promotee officers *inter se* shall be determined in the order in which their names appear in the select list.
- (ii) direct recruit officers in the feeder post shall be ranked *inter se* in the order in which their names appear in the merit list prepared by the Commission.
- (iii) those persons appointed to the feeder post by promotion or selection under sub clause (ii) of clause (a) of sub-rule (1) of rule 4 shall en-bloc be senior to those appointed by direct recruitment under sub-clause (i) of clause(a) of sub-rule 1 of rule-4.

16. Other conditions of service- The conditions of service in regard to matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the State Government

PART - VII
MISCELLANEOUS

17. Relaxation- When it is considered by the Government that it is necessary or expedient so to do in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of the employees in consultation with the Commission.

18. Interpretation- If any question arises relating to the interpretation of these rules; it shall be referred to the Government whose decision thereon shall be final.

APPENDIX – A
[See rule - 4, 7 and 8]

Sl. No.	Name of the Post	Method of Recruitment	Minimum qualification /Eligibility Criteria
1	Junior Clerk	a)Direct recruitment (for 80% of the vacancies)	(i)Must have passes +3Arts/Science/Commerce or such other qualification as equivalent to +3 examination (ii) Adequate knowledge in Basic computer skill
		b) Promotion (for 20% of the vacancies limited to 20% of the sanctioned strength)	(i) Group-D employees having 10 years of qualifying service as on 1st day of January of the year of recruitment. (ii) must have passed + 3 Arts/ Science/ Commerce or such other qualification as equivalent to +3 examination
2	Senior Clerk	Promotion	(i) Junior Clerks having 4 years continuous qualifying service in the post of Junior Clerk as on 1st day of January of the year in which committee meets. (ii)must have Passed Departmental examination as under Rule-14

3	Head Clerk	Promotion	Senior Clerks having 4 years continuous qualifying service in the post of Senior Clerk as on 1st day of January of the year in which committee meets.
4	Head Assistant	Promotion	Head Clerk having one year continuous qualifying service in the post of Head Clerk as on 1st day of January of the year in which committee meets.
5	Junior Stenographer	Direct recruitment	<p>(i) must have passed +2 Arts/ Science/ Commerce or such other qualification as equivalent to +2 examination</p> <p>(ii) Certificate towards Typewriting with minimum speed of eighty words per minute in English and forty words per minute in Odia from a recognised institution</p> <p>(iii) Certificate towards Shorthand with minimum speed of forty words per minute in English and twenty words per minute in Odia from a recognised institution</p> <p>(iv) Certificate adequate knowledge in Basic computer skill from a recognised institution</p>
6	Tracer	Direct recruitment	<p>(i) must have passed High School Certificate examination or such other qualification as equivalent to High School Certificate examination</p> <p>(ii) Certificate of passing ITI (Draughtsman) course from a recognised institution</p> <p>(iii) Certificate adequate knowledge in Basic computer skill from a recognized institution</p> <p>(iv) Certificate towards successful</p>

			completion of Auto Card course from a recognized institution
7	Draughtsman	Promotion	Tracers having 4 years continuous qualifying service in the post of Tracers as on 1st day of January of the year in which committee meets.

APPENDIX –B

[See rule 6 (3)]

Scheme and Subjects for the Examination

[For direct recruitment to the post of Junior Clerk]

WRITTEN TEST

Papers	Subjects	Maximum Marks	Time
Paper I	Language Test (English & Odia)	100	3 hours
	General Knowledge (Objective)	100	
Paper II	Mathematics (Objective)	100	3 hours
	Basic Computer Skills(Objective)	100	
TOTAL		400	6 hours

PRACTICAL SKILL TEST

Subjects	Maximum Marks	Time
Basic Computer Skills	50	1 hour

Note:

- The standard of examination shall be equivalent to that of Secondary School Examination.
- Those who will qualify the written test shall be called for the practical skill test.
- The practical skill test shall be of qualifying nature.

SYLLABUS

1. Language Test (English and Odia).

A. English Language Test: — (50 marks)

- (i) Verbs, Tenses, Modal, Active and Passive Voice, Subject-Verb Agreement.
- (ii) Connectors, Types of Sentences, Direct and Indirect Speech, Comparison.
- (iii) Articles, Nouns, Pronouns, Prepositions.
- (iv) Unseen passage (400-450 words in length) with a variety of comprehension questions.
- (v) Essay writing on familiar topics (within 250 words).
- (vi) Letter Writing (Personal letter, applications, Business and Official) (within 150 words).

B. Odia Language Test : — (50 marks)

(a) GRAMMAR (20 marks)

- (i) ବାକ୍ୟରୂପାନ୍ତର
- (ii) ଶବ୍ଦରୂପାନ୍ତର (ବିଶେଷ୍ୟରୁ ବିଶେଷଣ ବା ବିଶେଷଣ ରୁ ବିଶେଷ୍ୟ)
- (iii) ସନ୍ଧି
- (iv) ସମାସ
- (v) ବିପରୀତ ଶବ୍ଦ/ପ୍ରତିଶବ୍ଦ
- (vi) ଅଶୁଦ୍ଧ ଶବ୍ଦର ଶୁଦ୍ଧ ରୂପ
- (vii) ରୂଢ଼ି ଓ ଲୋକବାଣୀ
- (viii) ଡକ୍ଟିଲ/ କୃଦନ୍ତ
- (ix) ବିରାମ ଚିହ୍ନ

(b) COMPOSITION (20 marks)

- (i) ପରିଚିତ ବିଷୟ ତଥା ବ୍ୟକ୍ତି ସମ୍ପର୍କରେ ପ୍ରବନ୍ଧ ଲିଖନ (୨୫୦ ଶବ୍ଦରେ)
- (ii) ୧୫୦ ଶବ୍ଦ ମଧ୍ୟରେ ପତ୍ରଲିଖନ (ବ୍ୟକ୍ତିଗତ ପତ୍ର / ସରକାରୀ ପତ୍ର / ବ୍ୟବସାୟୀକ ପତ୍ର) / ଦରଖାସ୍ତ ଲିଖନ)
- (iii) ୧୦୦ ଶବ୍ଦ ବିଶିଷ୍ଟ ଏକ ଇଂରାଜୀ ଅନୁଛେଦକୁ ଓଡ଼ିଆରେ ଅନୁବାଦ କରିବା

(c) COMPREHENSION OF AN UNSEEN PASSAGE

ଅଜଣା ଅନୁଛେଦରୁ ଉତ୍ତର ଲିଖନ (୫ଟି ସଂକ୍ଷିପ୍ତ ଉତ୍ତର ଲେଖିବାକୁ ହେବ) 5 x 2=(10 marks)

2. General knowledge: — (100 marks)

In this category, there should be a series of questions of different categories like-

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, Countries and Institutions with Headquarters,
- (d) Books and authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and
- (g) Matching questions of miscellaneous type.

3. Mathematics: — (100 marks)

- (i) Number System
- (ii) HCF and LCM
- (iii) Squares and Square Roots

- (iv) Cubes and Cube Roots
- (v) Percentage and Averages
- (vi) Simple Interest and Compound Interest
- (vii) Profit, Loss and Discount
- (viii) Partnership
- (ix) Ratio and Proportion

Under this, there will be a series of question in practical mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. Basic Computer Skills: — (100 marks)

- (i) MS Windows: Introduction of Windows
- (ii) MS Office: MS Word, MS Power Point, MS Excel and MS Access

5. Practical Skill Test: —

Topics for practical test: — (50 marks)

- (I) WINDOWS operating system

To test some of the following basic system operations on file/folder(s); namely:-

- Create, Rename, Copy or Cut or Paste or Delete the copy

- (II) MS WORD: A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination.

- Editing and Formatting text and paragraph

- Page and Paragraph Set up
- Inserting pictures and Word Art

(III) MS POWERPOINT: A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination:

- Editing and formatting slides

(IV) MS EXCEL: A problem in spreadsheet related to some of the tools given below to be tested during the examination:

- Formatting cells and data
- Functions & Formulas (Relative, absolute and Mixed reference)

(V) MS ACCESS: A problem in MS Access related to some of the tools given below to be tested during the examination:

- Creating and entering data into a database
- Setting the primary key

* Printouts of the document(s) should be attached with the answer sheet.

STANDARD AND SUBJECTS OF EXAMINATION

[For direct recruitment to the post of Junior Stenographers]

WRITTEN TEST

Papers	Subjects	Maximum Marks	Time
Paper-I	Part-I Language Test (English and Odia)	50	2 Hours
	Part-II Objective General Knowledge	50	
Paper-II	Part-I Objective Mathematics	50	2 Hours
	Part-II Basic Computer Skills	50	
	TOTAL	200	4 Hours

PRACTICAL SKILL TEST

Papers	Subjects	Maximum Marks	Time
Paper-I	Practical Skill Test in Typewriting (English & Odia)	25	30 minutes
Paper-II	Practical Skill Test in Shorthand (English & Odia)	25	30 minutes
Paper-III	Practical Skill Test in Basic Computer Skills	50	1 Hours
TOTAL		100	2 Hours

Note:

- The standard of examination shall be equivalent to that of Secondary School Examination.
- Those who will qualify written test shall be called for the Practical Skill test.
- The Practical Skill Test shall be of qualifying nature.

SYLLABUS OF EXAMINATION

[For direct recruitment to the post of Junior Stenographers]

1. Language Test (English and Odia)**A. English language Test****25 Marks**

- Verbs, Tenses, Active Voice and Passive voice - Verb Agreement
- Connectors, Type of sentences, Direct and Indirect Speech, Comparison
- Articles, Noun, Pronoun, Prepositions.
- Unseen passage (150 to 200 words in length with a variety of comprehension questions)

B. Odia Language**25 Marks**

(a) ବ୍ୟାକରଣ

05 Marks

(b) ରଚନା, ପତ୍ରଲିଖନ, ଅନୁଛେଦ ଓ ଇଂରାଜୀ ଅନୁଛେଦକୁ

15 Marks

ଓଡ଼ିଆରେ ଅନୁବାଦ

- (i) ୧୦୦ ଶବ୍ଦରେ ପରିଚିତ ବିଷୟରେ ପ୍ରବନ୍ଧ ଲିଖନ 05 Marks
- (ii) ୧୦୦ ଶବ୍ଦମଧ୍ୟରେ ପତ୍ରଲିଖନ-
(ବ୍ୟକ୍ତିଗତ ପତ୍ର /ସରକାରୀ ପତ୍ର/ବ୍ୟବସାୟୀକ ପତ୍ର)/ ଦରଖାସ୍ତ ଲିଖନ 05 Marks
- (iii) ୧୦୦ଶବ୍ଦ ବିଶିଷ୍ଟ ଏକ କଂରାଜୀ ଅନୁଛେଦକୁ ଓଡ଼ିଆରେ ଅନୁବାଦ କରିବା 05 Marks
- (c) Comprehension of an unseen prose passage
ଅଜଣା ଅନୁଛେଦରୁ ଉତ୍ତର ଲିଖନ (୫ଟି ସଂକ୍ଷିପ୍ତ ଉତ୍ତର ଲେଖିବାକୁ ହେବ) 5x1 = 05 Marks

2. Objective General Knowledge

50 Marks

In this category there should be a series of matching questions of different categories as follows, nearby—

- (i) Matching historical events with dates, personalities and places
- (ii) Geographical facts with places.
- (iii) States Countries and institutions with headquarters.
- (iv) Books and authors
- (v) Scientific facts and discoveries with dates, personalities, and
- (vi) Matching question of miscellaneous type.

3. Objective Mathematics

50 Marks

- (i) Number System
- (ii) HCF and LCM
- (iii) Square and Square Roots.
- (iv) Cubes and Cube Roots.
- (v) Percentage and Average
- (vi) Simple Interest and Compound Interest
- (vii) Profit, Loss and discount
- (viii) Partnership
- (ix) Ratio and Proportion

Under this there will be a series of questions in practical mathematics required for day to day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. Basic Computer Skills- 50 Marks

- (a) MS Windows: Introduction to Windows
- (b) MS Office: MS Word, MS Excel and MS PowerPoint

5. Topics for Practical Test

Printout document(s) should be attached with the answer sheets on the following subjects -

A. Computer Skills 50 Marks

(I) Windows Operating System - To test some of the following basic system operation in File / folder(s)

- Create, Rename, Copy / Cut / Paste, Delete

(II) MS Word- a paragraph in MS word incorporating some of the tools given below -

- (a) Editing and Formatting of text and paragraph
- (b) Page and paragraph Setup

(III) MS Excel - A problem in spread sheet related to some of the tools given below to be tested during the examination , namely: —

- (a) Formatting Cells and data
- (b) Functions

(IV) MS PowerPoint - A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination, namely:

- Editing and formatting slides

B. Typewriting Skills (English and Odia)

(I) English Typewriting Test 15 Marks

The English typewriting test will be held for 10 minutes at a speed of 80 words per minute from a printed matter (800 words approximately).

(II) Odia Typewriting Test 10 Marks

The Odia typewriting test will be held for 10 minutes at a speed of 40 words per minute from a printed matter (400 words approximately).

C. Shorthand Skills (English and Odia)

(I) English Shorthand Test 15 Marks

The English shorthand test comprise of dictation from a printed matter will be

held for 15 minutes at a speed of 40 words per minute (600 words approximately)

(II) Odia Shorthand Test

10 Marks

The Odia shorthand test comprise of dictation from a printed matter will be held for 10 minutes at a speed of 20 words per minute (200 words approximately)

STANDARD AND SUBJECTS OF EXAMINATION

[For direct recruitment to the post of Tracer]

WRITTEN TEST

Papers	Subjects	Maximum Marks	Time
Paper-I	Part-I Engineering Drawing	50	2 Hours
	Part-II Workshop Calculation & Science	50	
Paper-II	Part-I Language Test (English & Odia)	50	2 Hours
	Part-II Objective General Knowledge	50	
TOTAL		200	4 Hours

PRACTICAL SKILL TEST

Papers	Subjects	Maximum Marks	Time
Paper-I	Basic Computer Skill including Practical Skill Test	50	1 Hour
Paper-II	Practical Skill Test in Engineering Drawing	50	1 hour
Paper-III	Practical Skill Test on Auto CAD application	50	1 Hour
	TOTAL	150	3 Hours

Note: - (1) The Standard of examination shall be equivalent to that of Secondary School Examination

(2) Those who will qualify written test shall be called for the practical Skill test

(3) The Practical test shall be of qualifying nature.

SYLLABUS OF EXAMINATION

[for direct recruitment to the post of Tracers]

1. Engineering Drawing Test 50 Marks

2. Workshop Calculation & Science Test 50 Marks

3. Language Test (English and Odia) :—

A. English Language test 25 Marks

- (i) Verbs, Tenses, Active Voice and Passive voice, Subject-Verb Agreement
- (ii) Connectors; Type of sentences, Direct and Indirect Speech, Comparison
- (iii) Articles, Noun, Pronoun, Prepositions
- (iv) Unseen passage (150-200 words in length with a variety of comprehension questions)

B. Odia Language Test 25 Marks

a) ବ୍ୟାକରଣ 05 Marks

b) ରଚନା, ପଦ୍ମଲିଖନ, ଅନୁଛେଦ ଓ ଇଂରାଜୀ ଅନୁଛେଦକୁ ଓଡ଼ିଆରେ ଅନୁବାଦ

(i) ୧୦୦ଶବ୍ଦରେ ପରିଚିତ ବିଷୟରେ ପ୍ରବନ୍ଧ ଲିଖନ 05 Marks

(ii) ୧୦୦ ଶବ୍ଦ ମଧ୍ୟରେ ପଦ୍ମ ଲିଖନ (ବ୍ୟକ୍ତିଗତ ପତ୍ର / ସରକାରୀ ପତ୍ର/ବ୍ୟବସାୟୀକ ପତ୍ର)/

ଦରଖାସ୍ତ ଲିଖନ 05 Marks

(iii) ୧୦୦ଶବ୍ଦ ବିଶିଷ୍ଟ ଇଂରାଜୀ ଅନୁଛେଦକୁ ଓଡ଼ିଆରେ ଅନୁବାଦ କରିବା 05 Marks

(c) Comprehension of an unseen prose passage

ଅଜଣା ଅନୁଛେଦରୁ ଉତ୍ତର ଲିଖନ(୫ଟି ସଂକ୍ଷିପ୍ତ ଉତ୍ତର ଲେଖିବାକୁ ହେବ) 5 x 1=05 Marks

4. Objective General Knowledge 50 Marks

In this category there should be a series of matching questions of Different categories as follows, namely:

- (i) Matching historical events with dates, personalities and places
- (ii) Geographical facts with places.
- (iii) States Countries and institutions with headquarters.
- (iv) Books and authors
- (v) Scientific facts and discoveries with dates, personalities, and
- (vi) Matching question of miscellaneous type.

5. Basic computer Skills Test

(A) Theory for Basic computer Skills 20 Marks

(I) **MS Windows:** Introduction of Windows

(II) **MS Office:** MS Word, MS Excel and MS PowerPoint

(B) Practical Test on Basic computer Skills 30 Marks

Printout document(s) should be attached with the answer sheets on the following subjects

(I) **Windows Operating System** - To test some of the following basic system operation in file/folder(s)

- Create, Rename, Copy/Cut/Paste, Delete

(II) **MS Word** - a paragraph in MS word incorporating some of the tools given below-

- Editing and Formatting text and paragraph
- Page and paragraph Setup

(III)- **MS Excel** - A problem in spread sheet related to some of the tools given below, namely: —

- Formatting Cells and data
- Functions

(IV) **MS Power Point** - A power point presentation with 2/3 slides using tools given, namely: —

- Editing and formatting slides

6. Practical Test:-

(I) Engineering Drawing 50 Marks

(II) Auto CAD Application 50 Marks

By Order of Governor
SANJAY KUMAR SINGH
Principal Secretary to Government